



Quick Reference Guide

Modify a Request for Non-Emergency QAS Transport							
1.	 Select 'My Facility's Requests' from under the 'Requests' section in the left hand navigation 					Requests	
	My Facility's Requests						
•2.	Ensure your global search is set to 'Patient' under the 'Requests' page.						
	E Requests Search Patient	Search					
3. Enter the patient's surname into the global 'Search' field, and hit enter to initiate the search							
0.							
		MILITOUSE					
4.	Review the list of requests presented, a	I, and open the associated NEPT request.					
Requests Search Patient MILHOUSE MILHOUSE 1 to 1 of 1 MILHOUSE 1 to 1 of 1 MILHOUSE MILHOUSE MILHOUSE MILHOUSE MILHOUSE MILHOUSE 							
	Image: State	SPITAL TEST > Active = tr	ue > Patient Display name cont	ains MILHOUSE	h = State		
	Search Search Search	enty/naroing nome	Search	*MILHOUSE Search	Search		
	International Internation	TAL TEST	TRANSIT LOUNGE	ICHARD 08/07/1953	Confirmed		
F	Chappe the 'TDID Number' requiring m	adification (Check the Appe	intrant time or	Detient read	ly by time data is the	
5.	correct trip to be modified.						
	E NEPT Trips New Search Number V Search			1 to 6	of 6 🕨 🕨 🖻		
	□ Parent = NEPT0010530 203 ○ ■ Number ▲ ■ State ■ Address from	≡ Address to	Appointment time	■ Patient ready by time	≡ Will notify		
	Image: Confirmed 2 Byth Street, Staffore QLD, Australia	1 Bage Street, Nundah QLD, Australia	24/08/2023 10:15	24/08/2023 08:15	false		
	(j) <u>TRIP0032509</u> Confirmed 1 Bage Street, Nunda QLD, Australia	2 Byth Street, Stafford QLD, Australia	(empty)	24/08/2023 23:59	true		
6.	Make the modifications required. (Patien	t details,Escor	rts, Appointment ⁻	Times etc.).	[fr		
	Patient details From To Escorts	★ Patient ready by 24/08/2023 08:15 time		iii	Any req patients	Any required change to a patients residential address,	
		★ Appointme tir	24/08/2023 10:15 me	i	NEPT p	rofile.	
7.	Select the 'Save' button to update the ch	anges and s	send updated cl	hanges to QAS.			
	000 Save Cancel Print Report a sy	stem issue	▶ ↓				
8.	Check the State of the Trip is 'Pending (AS Booking	ı' or 'Updated -	Pending QAS B	ooking'.		
	State Confirmed		State	Updated - Pendir	ng QAS Booking		